

**Society for Social Work Leadership in Health
Care (SSWLHC)**

New Chapter Affiliation Checklist

August 28, 2009

Required Document	Date Received	Reviewed and Forwarded to SSWLHC Board for Board Approval	Comments
■ Letter of Intent to Affiliate by the chapter president			
■ SSWLHC Chapter Affiliation Agreement			
■ Chapter Bylaws			
■ Membership Applications for Chapter Members			
Copy of Non Profit Articles of Incorporation (only necessary if incorporated)			
■ Copy of the Letter of Determination by IRS (only necessary if incorporated)			
■ Copy of EIN (Employee Identification Number)			
■ Current Listing of Officers/Contact Information			
■ Payment for General Liability Insurance or proof of insurance indemnification for the chapter and SSWLHC (\$75 due for insurance)			
■ Current Financial Report/Last Recent Tax Filing			

